

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. Department Address	ARCHIVES AND HISTORY	
Application Date 9-27-78		Georgia Department of Human Resources Division of Mental Health & Mental Retard. Ga. Retardation Center	Application Number 78-262-78-266	
Application Number DHR 91-95		4770 N. Peachtree Rd., N.E. Atlanta, Ga. 30341	Date Received OCT - 5 1978	Date Completed NOV 13 1978
2. Person to Contact Bill Arthur		Working Title RMO Designee	Telephone Number 393-7247	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercode; <input type="checkbox"/> Void				
4. Dates of Series Earliest _____ Latest _____		5. Records Series Title (followed by title used in office, if different) See Attached Listing		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health and Mental Retardation administers the programs for mental health, mental retardation and other developmental disabilities; alcohol and drug abuse; and conducts training and research. This division is also concerned with community mental health and the administration of the state mental hospitals; and rehabilitation and retardation centers State-wide. State Regional Hospitals/Institutions and Medical Centers have the responsibility to provide mental health services for the people in its geographic area of responsibility; to conduct training and education for persons in various mental health disciplines; and to carry out research with the objective of determining the causes and possible cures of mental illness.				
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: See Attached Listing Included are: File is arranged:				
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?				
9. Annual Rate of Accumulation or Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Bill Arthur</i>	9-27-78	<i>W.J. McDonald</i>	9-27-78

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	11-8-78
Secretary of State/Designee	<i>Carroll Hart</i>	11-6-78
Attorney General/Designee	<i>[Signature]</i>	11-8-78

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

78-263

Georgia Retardation Center Operation
Supervisor Reports

Documents relating to Center operations
reports from Operation Supervisor.

Included are reports relating to house-
keeping, sanitation, safety records and
similar or related areas.

Files may be arranged by operation name
or by date of report.

Cut off file at the end of each calendar
year; hold in current file area one
year; transfer to local holding area,
hold four years; then destroy.

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Georgia Retardation Center Miscellaneous
Unit Information Files

Documents relating to the ongoing process
of Unit operations.

Included but not limited to are memos and
correspondence relating to unit operations,
directives, record of decisions, communica-
tions among Units, Discipline Sections and
Deputy Director's Office and similar or
related information.

Files are arranged alphabetically by
subject or by date of document.

Cut off file at the end of each fiscal
year; hold in current file area two
years; transfer to State Records Center,
hold three years; then destroy.

78-262:

Georgia Retardation Center Program
Administration Files

Documents relating to the ongoing adminis-
tration of student care and unit operations.

Included are memos and correspondence re-
lating to the administration of the Center,
directives and communications and similar
or related documents.

Files are arranged alphabetically by
subject matter or by date.

Cut off file at the end of each fiscal
year; hold in current file area two
years; then transfer to local holding
area, hold five years; then transfer
to State Records Center, hold five
years, then destroy.

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Speech and Hearing Patient Case Files

Documents relating to Speech and Hearing
evaluation of patients and recommendations
for treatment.

Included are word lists, discrimination
sheets, spondec list, screenings, behavior
observation-audio-metry, physician's reply
audiology, cumulative tympanic measurements,
hear tone and speech cumulative record,
evaluation schedule, hearing summary,
audiometry, TIP scoring, audiological eval-
uation, impedance evaluation, audiometric
screening/normal abnormal results.

Files are arranged alphabetically by patient's
name or numerically by patient number.

When patient is dismissed or dies place
all papers in the inactive file; cut
off the inactive file at the end of each
calendar year; hold in current file
area 2 years; transfer to local holding
area, hold five years; transfer to
State Records Center, hold 28 years,
then destroy.

78-265

Nursing - Patient Condition Report Files
Documents reflecting nursing reports of
patients.

Included but not limited to are intake-output
record, fluid intake record, B.M. record,
sleep record, neurovascular assesment record,
student nursing history, nursing assesment
tools, and similar or related information.

Files may be arranged by date or by patient
identifier.

Cut off file at the end of each month;
hold in current files area 3 months;
then destroy.